Financial Management Service Division of Payment Management

Financial Management Responsibilities

Department of Treasury/Internal Revenue Service (IRS) /
Volunteer Income Tax Assistance (VITA) Orientation Conference
Atlanta, GA
Wednesday, December 2, 2009

Presented by: **Tonja J. Thomas, Lead Accountant**
T: 301/443-9141 – F: 301/443-2569 --- Email: Tonja.Thomas@psc.hhs.gov
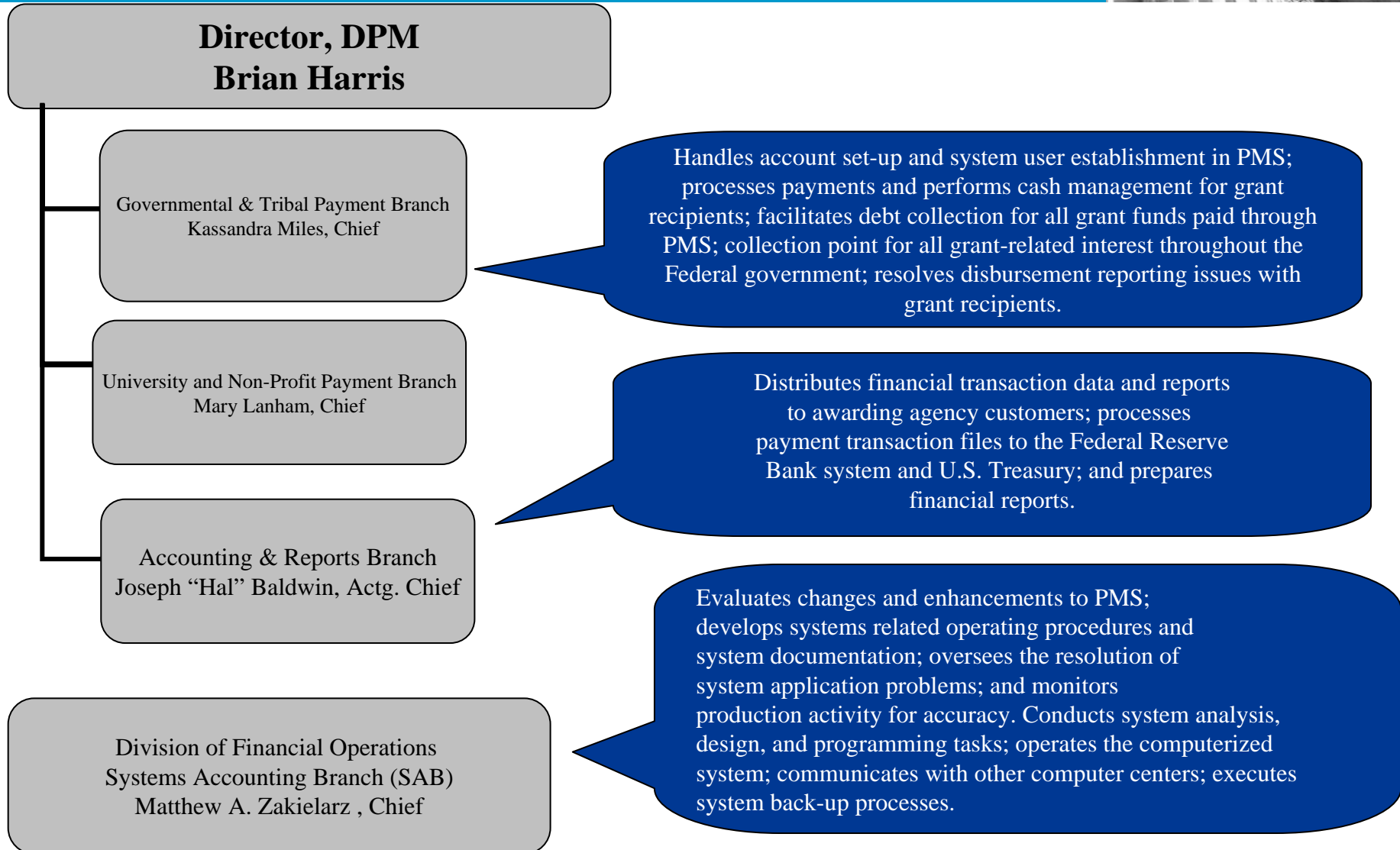
Agenda

I.   Overview

II. System Access and Account Inquiries

III. Payment Management/SmartLink System

IV. Federal Financial Reporting (FFR-425)

V. General Information

Overview

DPM ORGANIZATIONAL CHART

Director, DPM
Brian Harris

Governmental & Tribal Payment Branch
Kassandra Miles, Chief

Handles account set-up and system user establishment in PMS; processes payments and performs cash management for grant recipients; facilitates debt collection for all grant funds paid through PMS; collection point for all grant-related interest throughout the Federal government; resolves disbursement reporting issues with grant recipients.

University and Non-Profit Payment Branch
Mary Lanham, Chief

Distributes financial transaction data and reports to awarding agency customers; processes payment transaction files to the Federal Reserve Bank system and U.S. Treasury; and prepares financial reports.

Accounting & Reports Branch
Joseph "Hal" Baldwin, Actg. Chief

Division of Financial Operations
Systems Accounting Branch (SAB)
Matthew A. Zakielarz , Chief

Evaluates changes and enhancements to PMS; develops systems related operating procedures and system documentation; oversees the resolution of system application problems; and monitors production activity for accuracy. Conducts system analysis, design, and programming tasks; operates the computerized system; communicates with other computer centers; executes system back-up processes.

DIRECT DEPOSIT BANKING FORM
New Grantee Registration & Update Banking

FROM THE DPM WEBSITE: WW.DPM.PSC.GOV

1. Click on "**Grant Recipient Info**"
2. Click on "**Forms**"
3. Click on "**Non-HHS Grantee Banking Information – SF-1199A**"
4. Complete Fillable Form & Print {Note: Section 3 must be completed by the bank}
5. After form is completed….
   - **New grantee** registration send to the Grant Program Office.
   - **Existing PMS grantees** w/banking updates, send to the Grant Program Office. Please include note w/your PMS Account Number(s)

COMMON ERRORS:

Corrections in Depositor Account Number and Bank Routing Number

Depositor Account Title not filled in

Depositor Account Title does not match Name of Payee

No signatures

Standard Form 1199A
(Rev. June 1987)
Prescribed by Treasury Department
Treasury Dept. Cir. 1076

OMB No. 1510-0007

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for direct deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed for will be returned to the Government agency identified below.

- A separate form must be completed for each type of payment to be sent by Direct Deposit.

- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.

- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE (last, first, middle initial)	D TYPE OF DEPOSITOR ACCOUNT ☐ CHECKING ☐ SAVINGS
ADDRESS (street, route, P.O. Box, APO/FPO)	E DEPOSITOR ACCOUNT NUMBER
CITY STATE ZIP CODE	F TYPE OF PAYMENT (Check only one) ☐ Social Security ☐ Fed Salary/Mil. Civilian Pay ☐ Supplemental Security Income ☐ Mil. Active ☐ Railroad Retirement ☐ Mil. Retire ☐ Civil Service Retirement (OPM) ☐ Mil. Survivor ☐ VA Compensation or Pension ☐ Other (specify)
TELEPHONE NUMBER AREA CODE	
B NAME OF PERSON(S) ENTITLED TO PAYMENT	
C CLAIM OR PAYROLL ID NUMBER	G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable) TYPE AMOUNT
Prefix Suffix	

PAYEE/JOINT PAYEE CERTIFICATION
I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.

JOINT ACCOUNT HOLDERS' CERTIFICATION (optional)
I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.

SIGNATURE	DATE	SIGNATURE	DATE
SIGNATURE	DATE	SIGNATURE	DATE

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME	GOVERNMENT AGENCY ADDRESS

SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

NAME AND ADDRESS OF FINANCIAL INSTITUTION	ROUTING NUMBER	CHECK DIGIT
	DEPOSITOR ACCOUNT TITLE	

FINANCIAL INSTITUTION CERTIFICATION

I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.

PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER	DATE

Financial institutions should refer to the GREEN BOOK for further instructions.

THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

NSN 7540-01-058-0224

1199-207

CONTACT INFORMATION SHEET
New Grantee Registration & Change in Personnel

FROM THE DPM WEBSITE:
   WW.DPM.PSC.GOV
1.   Click on "**Grant Recipient Info**"
2.   Click on "**Forms**"
3.   Click on "**Primary Contact Sheet**"
4.   Print & Complete Form

After form is completed....

New grantee registration send to the Grants Program Office w/your SF-1199A *(Note: New grantees will not have a PIN)*

Existing PMS grantees send to the Grant Program Office. (**Note**: **If you have a change in personnel or want to add an additional user. Please include note w/your PMS Account Number(s))**

Contact Information Form

Please Print this Form on Organization's Stationery:

Name of Institution/Organization: _____

Payee Identification Number (PIN): _____

Name of Primary Contact: _____

Title of Primary Contact: _____

Telephone #: _____

Facsimile #: _____

E-Mail Address: _____

Mailing Address (Note: Information Packages cannot be mailed to a Post Office Box)

_____

_____

_____

Name of Alternate Contact: _____

Title of Alternate Contact: _____

Telephone #: _____

Facsimile #: _____

E-Mail Address: _____

Supervisor Name (Please Print): _____

Supervisor's Signature: _____

PLEASE MAIL THIS FORM ALONG WITH YOUR SF-1199A DIRECT DEPOSIT FORM

Payment Management System (PMS): *Connectivity*

Internet Access

Division of Payment Management Home Page

www.dpm.psc.gov

Hours of Operation

7:00 AM to 6:30 PM EST

Monday – Friday

Help Desk Number

Telephone #: 877/614-5533

Fax #: 301/443-8362

E-Mail: PMSSupport@psc.gov

Payment Management System (PMS): *Website*

Welcome to the Division of Payment Management web site!

For **Help Desk assistance**, please click **here**

For **Password resets or requests**, please click **here**

For **ARRA Information**, please click **here**

*** SYSTEM NEWS ***

All Federal Government Offices will be **closed** on **Wednesday, November 11, 2009** for Veteran's Day. The Payment Management System (PMS) will be available on **Thursday, November 12, 2009** from 7:00 AM until 6:30 PM (Eastern Time). Therefore, we encourage those planning to request funds to do so by **Tuesday, November 10, 2009**. If you should need assistance, please contact the PMS Help Desk on (877) 614-5533. If the Help Desk cannot resolve your issue, you will be referred to your account representative.

If you are not involved in the payment review process, please make certain that the appropriate individuals within your organization receive this information. Thank you.

*** URGENT MESSAGE TO NASA AND DEPT. OF AGRICULTURE - NIFA GRANTEES ONLY ***

Department of Agriculture – NIFA Formally CSREES and NASA have implemented an early cut-off for drawdowns each month. All NIFA and NASA payment requests must be requested in the Payment Management System on the 26th of each month (**SEE EXCEPTIONS BELOW**) by 6:30 p.m. US Eastern Standard Time. If the 26th of the month falls on a Saturday, Sunday or federal holiday, payment requests must be made on the preceding Friday. The Payment Management System will re-open for NIFA and NASA drawdowns on the first business day of each month. For questions, please contact your NIFA and NASA Center point of contact or your DPM account representative.

(**EXCEPTIONS TO NASA CUT-OFF DATES**)
For the month of February, the cut off date is Wednesday, February **25**, 2009
For the month of November, the cut off date is Wednesday, November **25**, 2009

*** NEW WEBINAR TRAINING DATES FOR FEDERAL FINANCIAL REPORT ***

The Federal Financial Report (FFR or Standard Form 425) will consolidate and replace the SF 269 (Financial Status Report) and PSC 272 (Federal Cash Transactions Report) with a single report. The Office of Management and Budget (OMB) is requiring that federal agencies transition to the FFR beginning with Fiscal Year 2010 reports (for the quarter ending 12/31/2009). The FFR provides Federal agencies and grant recipients with a standard format and consistent reporting requirements.

Effective January 01, 2010, the FFR functionality will be available to all users of the Payment Management System for their first quarter fiscal year 2010 reports (**for the period October 1, 2009 through December 31, 2009**).

Go to: www.dpm.psc.gov

Click on "Payment Management System" or "SmartLink"

Pay Close Attention to System News!

PAYMENT MANAGEMENT SYSTEM (PMS)

Division of Payment Management Payment Management System · SmartLink · Electronic 272

Last Updated: 2/19/2009

DPM Secure Systems Login Links

- About Us
- Awarding Agency Info
- Contacts
- E-Gov
- FARS/FAGA
- Grant Recipient Info
- Grants.gov
- Help
- Job Opportunities
- News & Events
- Training
- En Español

Please select your desired service:

Service	Status as of 2/19/2009 6:55:04 PM EDT
• **SmartLink Payment Request** *This system is not scheduled to be available today.*	Unavailable
• **Payment Management System** *This system is not scheduled to be available today.*	Unavailable
• **Electronic 272 Reporting**	Available

Click on "SmartLink Payment Request" or "Payment Management System"

Division of Payment Management Payment Management System · SmartLink · Electronic 272

Last Updated: 2/20/2009

DPM Secure Systems Login Links

- About Us
- Awarding Agency Info
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- Grants.gov
- Help
- Job Opportunities
- News & Events
- Training
- En Español

Please select your desired service:

Service	Status as of 2/20/2009 7:47:23 AM EDT
• **SmartLink Payment Request**	Available
• **Payment Management System**	Available
• **Electronic 272 Reporting**	Available

THIS IS A U.S. GOVERNMENT SYSTEM AND IS FOR THE USE OF
AUTHORIZED USERS ONLY. INDIVIDUALS USING THIS COMPUTER
SYSTEM WITHOUT AUTHORITY OR IN EXCESS OF THEIR AUTHORITY, ARE
SUBJECT TO HAVING ALL OF THEIR ACTIVITIES ON THIS SYSTEM
MONITORED AND RECORDED BY SYSTEMS PERSONNEL.

Click on "SmartLink Payment Request" or "Payment Management System"

Health and Human Services
Payment Management System

Click Here for Access to the Payment Management System

Your Password is temporary. You must change it now to access all menu options.

After entering PMS by clicking on the bar above, Use My User Info at the bottom of the menu to Change Password.

Messages from DPM

```
*--------------------------------------------------*
* DATE 02/26/2004 ----------------------------NO. 1042944360
*
*--------------------------------------------------*
  The PSC 272 for the period ending December 31, 2003 was
```

Health and Human Services
Payment Management System

Strongly Recommend Downloading Latest Version of Browser (Click Above)

Click Here for Access to the Payment Management System

Your Password expires in 10 days
After entering PMS by clicking on the bar above,
Use My User Info at the bottom of the menu to Change Password.

Messages from DPM

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Password Resets for Grantees

Payment Management System passwords expire every 90 days. When you first login to the system, the welcome screen displays a message telling you whether your password is temporary or when it is due to expire.

To request or reset your password you may contact us by:

> **Phone: (877) 614-5533**
> **Email: PMS Help Desk (PMSSupport@psc.gov)**
> **FAX : (301) 443-8362**

The request should include:
- requestor's name
- requestor's phone number with extension
- organization's name
- account number
- username
- date of last payment request
- amount of last payment request
- email address

Payment Management System (PMS): *Adhoc Grantee Inquiries*

⭐ **Account Balance Data -**   **Authorized grant award information, payments made and funds available**

⭐ **Authorization Transactions -**   **Award amount, budget period and date posted in PMS**

⭐ **Payment Data -**   **Payment history (payments deposited and rejected)**

⭐ **Summary Grant Data -**   **Grant expenditures reported on the most recent PSC272 report**

PAYMENT MANAGEMENT SYSTEM

PMSTRAIN-Garnet
Release 1.00
User: STATION 5
MON 05/03/2004

▼ Collapse All
▶ Expand All

▼ **Inquiry**
 Adhoc Grantee Inquiry
 Stored Grantee Inquiries
▼ **Payment**
 Request for Payment
My User Info

Payment Management System Inquiry

Inquiry Type: Account Balance Data ▼

| Account Balance Data |
| Authorization Transactions |
| Payment Data |
| Summary Grant Data |

[Continue]   [Cancel]

1 second response time.

Click on: the "?" For definitions of common PMS inquiries

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Payment Management System (PMS): *Requesting Funds*
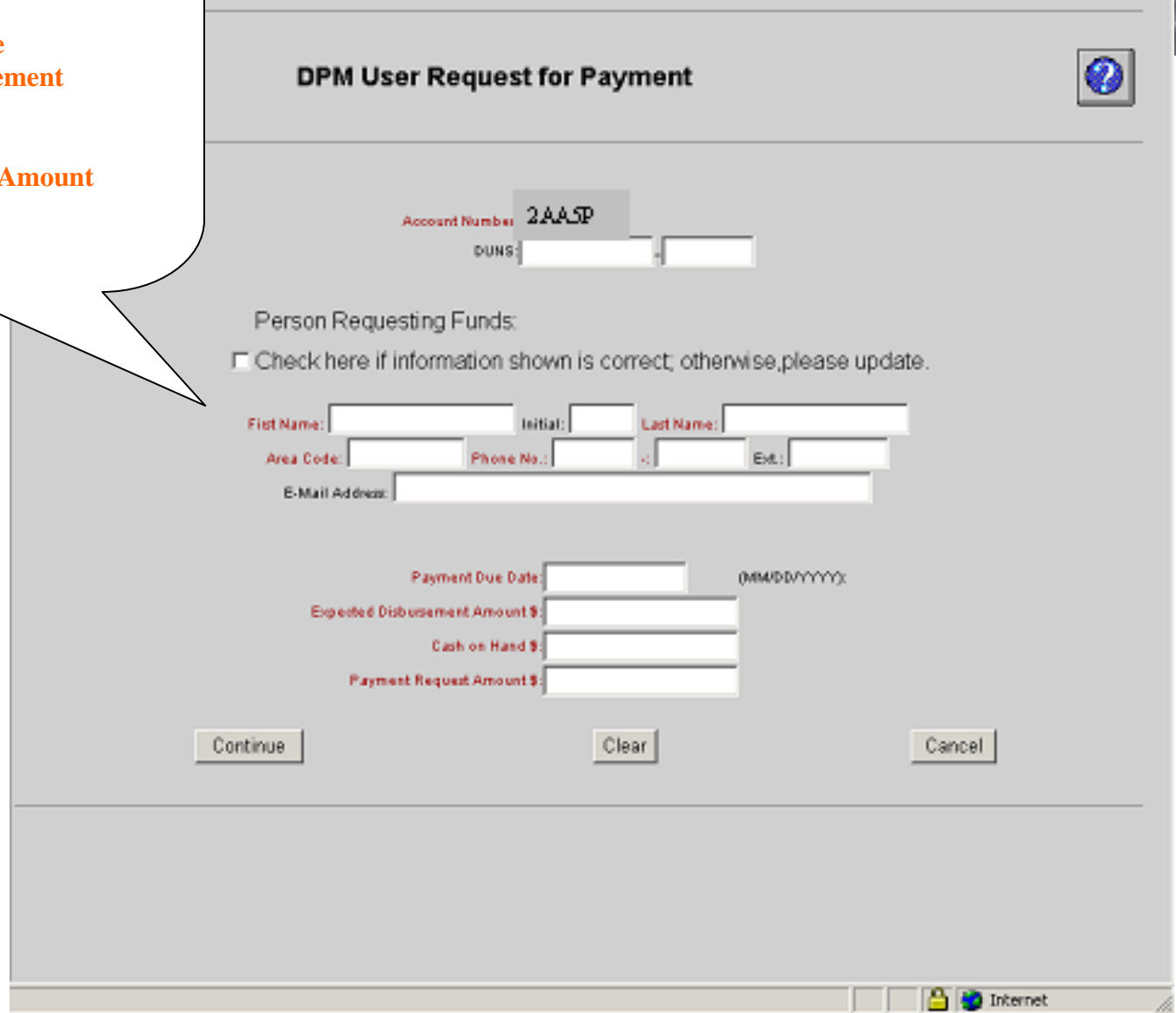
1) Click on "**Payment**"
2) Click on "**Request for Payment**"
3) Enter your Account Number
5) Click on "**Account**".

1. Enter **DUNS**
2. UPDATE Requestor Information or Click the Check Box If No Changes Are Required
3. Enter **Payment Due Date**
4. Enter **Expected Disbursement Amount**
5. Enter **Cash on Hand**
6. Enter **Payment Request Amount**
7. Click on "**Continue**".

DPM User Request for Payment

Account Number: **2AA5P**

DUNS:

Person Requesting Funds:

☐ Check here if information shown is correct; otherwise, please update.

First Name: Initial: Last Name:

Area Code: Phone No.:   Ext.:

E-Mail Address:

Payment Due Date: (MM/DD/YYYY):

Expected Disbursement Amount $:

Cash on Hand $:

Payment Request Amount $:

[Continue]   [Clear]   [Cancel]

🔒 Internet

DPM User Request for Payment

Account Number: 2AA5P

DUNS: 123456789

Person Requesting Funds:

☐ Check here if information shown is correct; otherwise, please update.

First Name: PMS   Initial: [ ]   Last Name: TRAINER

Area Code: 301   Phone No.: 443 . 2292   Ext.: [ ]

E-Mail Address: info@psc.gov

Payment Due Date: 03/15/2005   (MMDDYYYY)

Expected Disbursement Amount $: 1000

Cash on Hand $: 0

Payment Request Amount $: 1000

[Continue]   [Clear]   [Cancel]

DPM User Request for Payment

Account Number: 2AA5P
DUNS: 123456789

Name: PMS ___ TRAINER
(301) 443 - 2292 Ext.: ___
E-Mail Address: info@psc.gov

Payment Due Date: 03/15/2005
Payment Request Amount $: $1,000.00

☑ SUBACCOUNT1 ☑ SUBACCOUNT2

SubAmount   Cancel

DPM User Request for Payment

Account Number: 2AA5P
DUNS: 123456789

Name: PMS ___ TRAINER
(301) 443 - 2292 Ext: ___
E-Mail Address: info@psc.gov

Payment Due Date: 03/15/2005
Payment Request Amount $: $1,000.00

Subaccount	Bank Account	Funds Available $	Subacct Amt Requested $
SUBACCOUNT1		$240,000.00	500
SUBACCOUNT2		$63,761.00	500

Request_Payment   GOTO Subacct   Cancel

Request for Payment

Request Payment
Completed Transaction Info

Account:	2AA5P	Payment Request Amount:	$1,000.00
Request Date:	05/03/2004	Settlement Date:	05/04/2004

Subaccount	Amount
SUBACCOUNT1	$500.00
SUBACCOUNT2	$500.00

Payment Request is in Process, The Transaction Number For Future Reference: 1083574284

[Done]

2 second response time.

Request for Payment

Done

Transaction Complete

You may select another process from the menu.
OR

Repeat Same Transaction Type

0 second response time.

Payment Management System (PMS):
Reasons for Denied Payments / Manual Review Flags

- **Agency Restriction**
  - Awarding agency has the authority to restrict grant funding and payment requests

- **Reasonableness**
  - Excessive payment requests may be rejected due to large payments in budget period

- **Late FFR 425 Electronic Reporting**

- **Excess Cash on Hand - 3 day rule**
  - Funding requests will be denied if there is excessive cash on hand.

- Agency Approval & Confirmation

Payment Management System (PMS): *Requesting Funds*
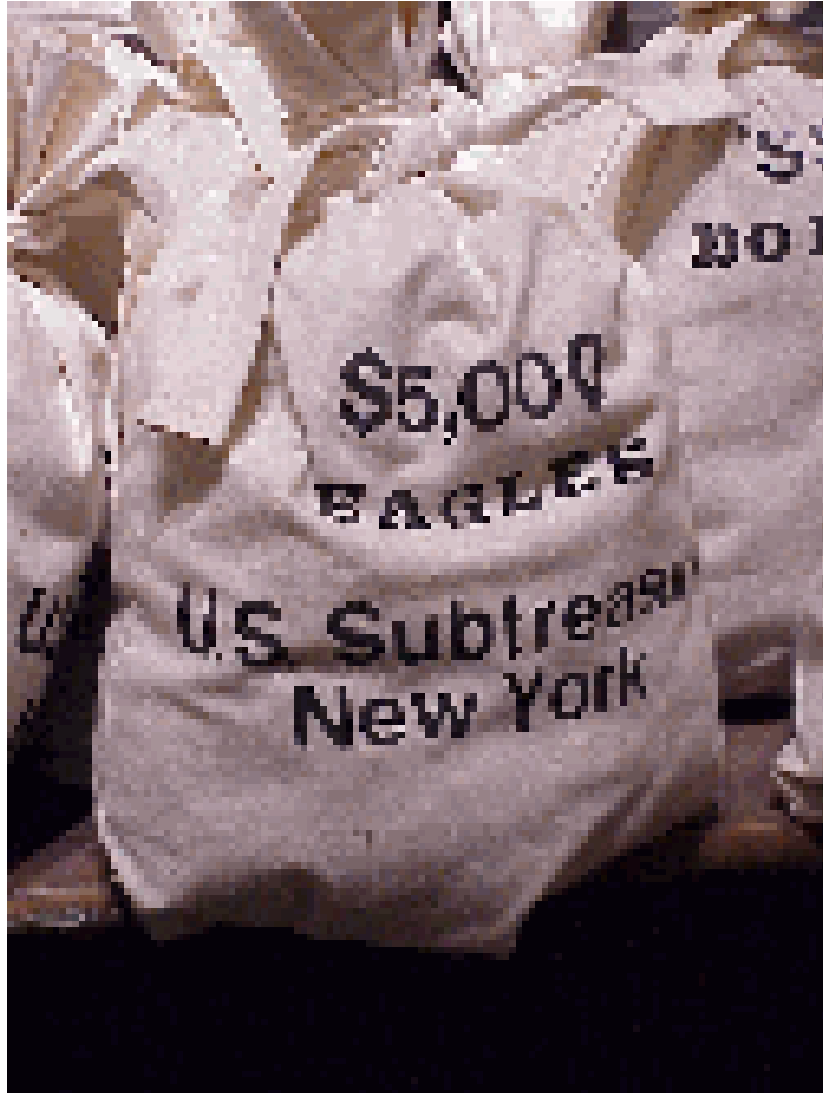
Payment requests may be made as often as needed:

Daily
Weekly
Monthly
Bi-monthly

Remember: Funds must be spent within three business days!

FEDERAL FINANCIAL REPORT
(FFR-425)

FFR CHRONOLOGY OF EVENTS

January 2010 – Federal Financial Report (FFR) to be implemented in PMS

July 2008 – Further revisions were made to form and instructions

December 2007 - Final request for FFR comments posted in Federal Registry

March 2006 – First users piloted FFR disbursement reporting

January 2005 - OMB requested DPM to pilot an electronic version of FFR

July 2003 - Federal Notice from OMB acknowledged "need for further evaluation of the issues in implementing the new form" due to the comments received

April 2003 - Federal Register announced Notice of Proposed Consolidated Federal Financial Report requesting comments from the public

November 1999 – Public Law 106-107 promulgated the establishment of post award group which was formed to consolidate SF-269, SF-269A, 272 & SF-272A into a single form

ADDITIONAL FACTS

- Effective January 04, 2010, the FFR functionality will be available to users of the Payment Management System for their first quarter fiscal year 2010 reports (**for the period October 1, 2009 through December 31, 2009**).

- As **mandated** by the Office of Management and Budget, the FFR cash transaction reports must be filed within **30 days** of the end of the quarter (instead of the 45 days allowed for filing the PSC-272).

- The FFR will be integrated within the Payment Management System (PMS).

TRAINING DATES

FEDERAL FINANCIAL REPORT (FFR) TRAINING DATES
Date for FFR webinar sessions will be December 7th, 11th, & 14th.

GRANT RECIPIENT TRAINING DATES
The Division of Payment Management (DPM) will offer Payment Management System User training classes on site in Rockville, MD for grant recipient organizations on the following dates and times:

February 18, 2010 -- 9:00am to 12 noon
April 15, 2010 -- 9:00am to 12 noon
June 17, 2010 -- 9:00am to 12 noon
August 19, 2010 -- 9:00am to 12 noon.

Each class is three hours long. Should the requests for training warrant, additional classes will be considered. Classes will be filled on a first come, first served basis. Upon registration, we will send you information on directions to the DPM office. Grant recipients will be responsible for all travel, lodging and subsistence costs.

Please check our website under the section **"Training"** for registration information and frequently asked questions.

INFORMATION SESSION

General Information: *Returning Funds to DPM*

You can choose any one of three ways to return funds to DPM

ACH Returns (Direct Deposit)

Returning funds to DPM via ACH (Automated Clearing House) means you will most likely be returning funds to DPM in the manner in which they were received at your organization.

You will need the following information:

The DPM ACH Routing Number is: **051036706**

The DPM DFI Accounting Number: **303000**

FEDWIRE Returns

A FedWire return is a return via a WIRE. You will need the following information: The DPM FEDWIRE Routing Number: **021030004** The DPM ALC (Agency Location Code): **75010501**

Check Returns

If you choose to return funding via a check, please be sure to use the following information:

- Check made payable to The Department of Health and Human Services
- Indicate your Payment Management System (PMS) Account Number (PAN) on the check. This number can be found on page one of your PSC 272 Report.
- Mail the Check to:
  - The Division of Payment Management *(Federal ID # 521396046)*
  - P.O. Box 6021 -- 11400 Rockville Pike, Suite 700 -- Rockville, MD 20852

IMPORTANT - PLEASE INCLUDE:
Your Payment Management System (PMS) Account Number (PAN) with your submission. This is important so we know who to credit the funding to. Please include with each submission the reason for the return. This means: is it Excess Cash, funds not spent, interest, part interest part other, etc. On electronic returns there are fields in place for submitting information with the financial data. Please make use of these fields. Please include pertinent sub account information if it applies.
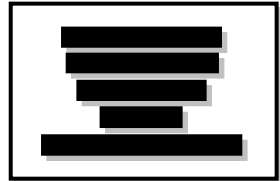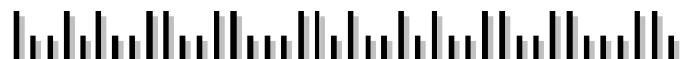
General Information: *Returning Funds to DPM*

- Check via Mail:

Division of Payment Management

Department of Health and Human Services

P.O. Box 6021

Rockville, MD 20852

REGENIA MITCHELL
Account Representative

Telephone #: (301) 443-1500

Fax #: (301) 443-2569

E-mail: Regenia.Mitchell@psc.hhs.gov

DPM Home Page: www.dpm.psc.gov

QUESTIONS ?????

Thank You & Have a Nice Day!